

**TORONTO EAST ROTARY CLUB
ADMINISTRATION COMMITTEE
POD PLAN FOR 2021-2022
(July 2021)**

POD #	POD 1	POD 2	POD 3	POD 4
Responsible Months	<i>September, January, May</i>	<i>October, February, June</i>	<i>November, March, July</i>	<i>December, April, August</i>
LEAD	John Ryall	Marion Chan	Brian Smith	Mike Lawler
BACK-UP	Pauline Fortier	Aaron Harnett	Jim Hawtin	Benito Del Monte Medina
MEMBER	Art Belanger	Guru Bablad	Jim Anastasiadis	Tom Andrews
MEMBER	Lola Bratty	Khushroo Bhandara	Jim Cremidas	Carol Anne Mastoras
MEMBER	Gabe Chiodo	Helmer Gonzales	Bill Dunk-Green	Steve Mastoras
MEMBER	Siobhan Flanagan Dell	Elmar Moser	Sam Paglialunga	Navin Parekh
MEMBER	Jeff Harrison	Hema Murdoch	Lynne Patterson	Mike Phelan
MEMBER	Amanda Maragos	Virginia O'Reilly	Jeff Rayman	Joe Runza
MEMBER	Shaheynoor Talukder	Hugh Stuart	Karen Somerville	Leslie Savlov
MEMBER				Tara Webster

POD MONTH PLANS: IDEAS TO CONSIDER:

1. Guest Speakers
2. A topic connected to the Rotary International Theme for that month (see <https://my.rotary.org/en/news-media/calendar>) or a topic connected to the President's priorities: Education, Mental Health, Ability and Accessibility Issues
3. A Classification Talk by a TERC member
4. A Club Business Meeting in September, November (AGM), January, March, May
5. A fellowship event or evening, especially, but not exclusively, in months with 5 Thursdays: September, March, June (President's Dinner).
6. Remembrance Day Ceremony November 11

POD LEAD RESPONSIBILITIES: PREPARING YOUR MONTH

1. Begin communicating with your members at least 10 weeks ahead of time. Look for speakers and ideas for social activities or hands-on activities.
2. Encourage every team member to bring forward a speaker or to make a presentation or organize an event or take an active role in the meeting.
3. Identify possible Rotary Themes or Presidential Priorities for your month.
4. Select members to do the invocation, the introduction, the thank-you, possible humour. Inform the host (President or VP).
 - When there is an outside guest speaker, have the “thanker” announce that a \$25 donation is being made to PolioPlus in his/her name.
5. At least two weeks before your assigned month, email the following information to:
 - ✓ Administration Committee Chair (Pauline)
 - ✓ Webmaster (Bill)
 - ✓ Board Secretary (Virginia)
 - ✓ PR Committee Chair (Leslie)
 - a. Titles of the talks
 - b. A short bio of the speakers
 - c. Email address of the speakers
 - For Polio Plus Donation
 - Send to PR Committee rep. (Karen S) for database
 - d. Photo of the speakers (*if possible*)
 - e. Brief info about the organizations the speakers represent (primarily what the organization does)
6. Where appropriate, contact Jeff Harrison about any cheque presentations or e-donations. Do so at least two weeks ahead of the event.
7. Arrange Speaker Gifts (when we return to live meetings).

SPEAKER GIFTS:

For each speaker gifts as follows

- a) TERC fridge magnet from Marion Chan.
- b) A \$25 donation to Polio Plus on behalf of the speaker. Administered by Admin Cmt; paid by Jeff Harrison.

SPEAKER FOLDER:

The Speakers List documents is available via Google Docs for POD leads looking for speaker idea. If you know of people who would be good selections as speakers and your POD does not wish to use that opportunity, please send the information to Pauline for the folder.